



SANTA ROSA
C O U N T Y
DISTRICT
SCHOOLS

Tim S. Wyrosdick
Superintendent of
Schools

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TO: Superintendent Wyrosdick and School Board Members

DATE: August 9, 2019

FROM: Brenda Musca
Finance Department

RE: Internal Funds Check Signer Position for Woodlawn Beach Middle School

It is being requested that the position of Dean be added as a check signer for Woodlawn Beach Middle School's internal funds account. After this addition, the approved check signer positions for this school will be Principal, Assistant Principal, Bookkeeper, Guidance Counselor and Dean. Your approval of adding the the position of Dean as an authorized check signer would be greatly appreciated.

Thank you.

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